

STATE OF CALIFORNIA

Department of Parks and Recreation

# CAREER OPPORTUNITY BULLETIN



**Date: April 11, 2006**

**Bulletin # 611**

This Career Opportunity Bulletin may also be viewed on our website at  
[www.parks.ca.gov](http://www.parks.ca.gov)

The Mission of the California Department of Parks and Recreation is to provide for the health, inspiration, and education of the people of California by helping to preserve the state's extraordinary biological diversity, protecting its most valued natural and cultural resources, and creating opportunities for high-quality outdoor recreation.

## HOW TO APPLY

For each separate position, please forward a standard state application Std Form 678. Indicate the position and location of the job for which you are applying. Send your application to:

Department of Parks and Recreation

P.O. Box 942896

Sacramento, CA 94296

Attention: Personnel Services Division/Certification Unit

All applications must be postmarked by the final filing date

**FINAL FILING DATE FOR JOBS POSTED IN THIS BULLETIN: April 21, 2006**

California Relay Service

**TDD 1-800-735-2929**

An affirmative action employer - equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

## **Career Opportunity Bulletin #611:**

- **GUIDE I, HISTORICAL MONUMENT (PERMANENT INTERMITTENT) – CAPITAL DISTRICT/RAILROAD SECTOR/CALIFORNIA STATE RAILROAD MUSEUM/OLD SACRAMENTO STATE HISTORIC PARK**
- **MANAGEMENT SERVICES TECHNICIAN (PERMANENT INTERMITTENT) – OCOTILLO WELLS DISTRICT**
- **MUSEUM CURATOR III – ARCHAEOLOGY, HISTORY & MUSEUMS DIVISION/ MUSEUM COLLECTIONS UNIT**
- **OFFICE TECHNICIAN (TYPING) (PERMANENT INTERMITTENT) (2 POSITIONS) – GOLD FIELDS DISTRICT/AUBURN STATE RECREATION AREA/ADMINISTRATION/ WHITEWATER RECREATION OFFICE**
- **OFFICE TECHNICIAN (TYPING) – ORANGE COAST DISTRICT/BUSINESS AND FISCAL SECTION**
- **OFFICE TECHNICIAN (TYPING) – SAN LUIS OBISPO COAST DISTRICT/MUSEUM SECTOR/GUIDE OFFICE**
- **STATE PARK EQUIPMENT OPERATOR – TWIN CITIES DISTRICT/CARNEGIE STATE VEHICLE RECREATION AREA**
- **STATE PARK INTERPRETER I (PERMANENT INTERMITTENT) – ANGELES DISTRICT**

*The following vacancies are offered as advertisement to candidates that are current or eligible for reinstatement as a PC 830.2, California State Peace Officer.*

- **LIFEGUARD – INLAND EMPIRE DISTRICT/LAKE PERRIS STATE RECREATION AREA**
- **STATE PARK RANGER – NORTHERN BUTTES DISTRICT/LAKE OROVILLE STATE RECREATION AREA**
- **SUPERVISING STATE PARK RANGER – INLAND EMPIRE DISTRICT/MOJAVE DESERT SECTOR**

### WHO MAY APPLY

This Career Opportunity Bulletin is for **State employees and/or candidates with current civil service list eligibility and who meet this eligibility by the established final filing date.** Anyone eligible for a transfer, change in class, list appointment, training and development assignment, or reinstatement may be considered according to guidelines outlined in DAM 210.311-314

Only the most qualified candidates will be selected for an interview

And all appointments are subject to SROA provisions.

(For those classes in Units 10,14,15, and 21, this bulletin does not constitute the transfer process contained in the agreements with the State.)

UNIT 7 (CAUSE): Positions for voluntary geographic transfers will be filled in accordance With Article 16, section 16.9 of the Unit 7 collective bargaining agreement.

Unit 12 (International Union of Operating Engineers – IUOE)  
Positions for voluntary geographic transfers will be filled in accordance with Article 17, sections 17.1-17.7 of the unit 12 collective bargaining agreement.

Unit 13 (International Union of Operating Engineers – IUOE)  
Positions for voluntary geographic transfers will be filled in accordance with Article 14.1 Of the unit 13 collective bargaining agreement.

*If applying for more than one position, please submit a separate application for each position and indicate your choice in location. Please be specific.*

### **GUIDE I, HISTORICAL MONUMENT (PERMANENT INTERMITTENT)** **(\$15.78 - \$19.19/HOUR) – CAPITAL DISTRICT/RAILROAD SECTOR/CALIFORNIA STATE** **RAILROAD MUSEUM/OLD SACRAMENTO STATE HISTORIC PARK**

The reporting location for this position is the California State Railroad Museum (CSRM), which is the primary visitor attraction in historic Old Sacramento. This position will work under the direction of the Guide II, Historical Monument (Supervisor). The Railroad Sector manages the CSRM, Old Sacramento State Historic Park (SHP), and Railtown 1897 State Historic Park (Jamestown). The CSRM is a world-class museum, interpreting railroading in the West. Old Sacramento State Historic Park interprets the early history of Sacramento, particularly the period from 1848 – 1876, the California Gold Rush, Statehood and the early beginnings as the State Capital. The incumbent will assist with the coordination and development of public programming, and education programming, as well as other public outreach activities of the CSRM and Old Sacramento SHP. This position may work up to 1500 hours per year. **State housing is not available.** For further information regarding this position, please contact Laura Bercea at (916) 324-0040.

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**MANAGEMENT SERVICES TECHNICIAN (PERMANENT INTERMITTENT)**  
**(\$13.45 - \$18.47/HOUR) – OCOTILLO WELLS DISTRICT**

The reporting location for this position will be Ocotillo Wells District. This position will work under the direction of the District Administrative Officer. This is an opportunity to work in a beautiful desert environment in a position that offers independence and time for completing individually assigned projects. Emphasis will be on personnel, accounting documents, and miscellaneous receptionist duties. This position may work up to 1500 hours per year. **State housing is not available.** For further information please contact Leda Seals at (760) 767-5391.

**MUSEUM CURATOR III (\$4520 - \$5452) – ARCHAEOLOGY, HISTORY & MUSEUMS**  
**DIVISION/MUSEUM COLLECTIONS UNIT**

The reporting location for this position is the State Museum Resource Center, located in West Sacramento. This position will work under the direction of the Chief, Archaeology, History & Museums Division. This position will be responsible for providing direction to and carrying out the work of the Department's central collections management facilities, and for supporting all aspects of State Parks' programs in the areas of museum collections, museum development, and exhibit development. This includes, and is not limited to the day-to-day supervision of the State Museum Resource Center; operation of warehouses and related facilities in West Sacramento that contain collections associated with the Archaeology, History & Museums Division and the Capital District; participating in all aspects of the acquisition, transfer, disposal, documentation, care and treatment of historical, ethnographic and archaeological materials; contributing to the development of policies and procedures for the administration of museum collections, and providing support to other collections managers and State Park units to assist them in carrying out their responsibilities. **State housing is not available.** For further information regarding this position, please contact Walter Gray at (916) 653-9946.

*If applying for more than one position, please submit a separate application for each position and indicate your choice in location. Please be specific.*

**OFFICE TECHNICIAN (TYPING) (PERMANENT INTERMITTENT) (2 POSITIONS)**  
**(\$14.48 - \$17.60/HOUR) – GOLD FIELDS DISTRICT/AUBURN STATE RECREATION**  
**AREA/ADMINISTRATION/WHITEWATER RECREATION OFFICE**

The reporting location for these positions is the Auburn State Recreation Area of the Gold Fields District, located in Auburn. These positions will work under the direction of the State Park Superintendent II. We are looking for two energetic people with good communication and organizational skills. Duties include processing of all accounting/purchase documents, data entry to various computer programs, processing of time sheets (DPR 921) to District Headquarters, purchasing of supplies, answering phones, typing, filing, and other general office duties. Responsibilities will also include revenue tracking of all commercial river-use on the North, Middle and South Forks of the American River; usage reports; event planning; coordination of both private and commercial users, and assisting commercial outfitters in the permit process and system. Positions will be responsible for the sale of various publications (maps, brochures, etc) and provide assistance to the general public. Experience with various programs such as Microsoft Word, Excel and Access is highly desirable. These positions may work up to 1500 hours per year. **State housing is not available.** For further information regarding these positions, please contact Mike Lynch at (530) 823-4140.

**OFFICE TECHNICIAN (TYPING) (\$2510 - \$3050) – ORANGE COAST DISTRICT/BUSINESS**  
**AND FISCAL SECTION**

The reporting location for this position is the Business and Fiscal section of Orange Coast District Headquarters Office, located in San Clemente. This position will work under the direction of the Administrative Officer I. The incumbent will act as lead person for all district Account Clerks and Seasonal staff assisting with accounting duties. The incumbent will be assigned to the accounting section in the District office. The position will primarily be responsible for processing all necessary documents for accounts payable and accounts receivable; i.e., purchasing, travel, revenue, etc. The District has operating funds of approximately \$1.6 million, and generates approximately \$3,000,000 in revenue. The posting of purchase documents is done into an automated accounting system. A background in computers, accounting and bookkeeping is desirable. **State housing is not available.** For further information regarding this position, please contact Vicki Cook at (949) 366-8502.

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**OFFICE TECHNICIAN (TYPING) (\$2510 - \$3050) – SAN LUIS OBISPO COAST DISTRICT/  
MUSEUM SECTOR/GUIDE OFFICE**

The reporting location for this position is the Hilltop Guide Section Office. This position will work under the direction of the State Park Interpreter III (Chief, Museum Interpretation). Duties will include performing the more difficult clerical work from instruction with a minimum of explanation, often of a highly confidential nature for a staff of approximately 100+ guides. A high degree of proficiency in computer experience is vital for this assignment. Additionally, personal attributes include organizational skills, flexibility, ability to work with a variety of personality styles, and a willingness to take on new challenges under strict time constraints.

**State housing is not available.** For further information regarding this position, please contact Diane McGrath at (805) 927-2199.

**STATE PARK EQUIPMENT OPERATOR (\$3650 - \$4002) – TWIN CITIES DISTRICT/  
CARNEGIE STATE VEHICLE RECREATION AREA**

The reporting location for this position is Carnegie State Vehicle Recreation Area. The incumbent will be responsible for maintaining the tracks and trails to meet a high level of customer satisfaction. In addition, the incumbent will operate water trucks, dump trucks, dozers, soil conditioners, and other equipment as needed. Steep slope restoration experience is desirable. The incumbent may act as lead person for seasonal employees, and perform equipment and facility maintenance. The incumbent may also perform similar duties throughout the district. **Possession of a valid California Class A Drivers License is required. This position will be subject to the Federal Drug and Alcohol Testing Program. Please provide proof of eligibility with application.** The work schedule will be Tuesday through Friday from 7:00 a.m. to 5:30 p.m. **State housing may be available.** For further information regarding this position, please contact Les Bennett at (925) 447-0426 ext. 107 or Randy Caldera at (916) 985-8521 ext. 26.

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**STATE PARK INTERPRETER I (PERMANENT INTERMITTENT) (\$18.84 - \$22.90/HOUR) – ANGELES DISTRICT**

The reporting location for this position is the Point Mugu State Park Ranger Station. This position will work under the direction of the Santa Monica Mountains Sector Superintendent. The incumbent will be responsible for the planning, development, scheduling, and presentation of public and school group interpretive programs for Leo Carrillo and Point Mugu State Parks. This position will also serve as the Volunteer Coordinator and will be responsible for the recruitment and training of volunteers in the Santa Monica Mountains Sector. Responsibilities will also include acting as lead person for special events, creating informal interpretive media, and working closely with partnering organizations in the local area. This position may work up to 1500 hours per year. **State housing is not available.** For further information regarding this position, please contact Kathleen Franklin at (310) 457-8140.

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**LIFEGUARD (\$2890 - \$4135) – INLAND EMPIRE DISTRICT/LAKE PERRIS STATE RECREATION AREA**

The reporting location for this position is the Lake Perris State Recreation Area. This position will work under the direction of the Lifeguard Supervisor I. This position is part of an active Lifeguard team which is responsible for the implementation of the aquatics' safety programs for Lake Perris State Recreation Area. This includes boat patrol, water safety, education, training, seasonal lifeguard leadership, law enforcement, interpretation, and equipment maintenance. **State housing is not available.** For further information regarding this position, please contact Pat Caldwell at (951) 940-5645.

**STATE PARK RANGER (\$2890 - \$4135) – NORTHERN BUTTES DISTRICT/LAKE OROVILLE STATE RECREATION AREA**

The reporting location for this position is Lake Oroville State Recreation Area. This position will work under the direction of the Supervising State Park Ranger. Lake Oroville State Recreation Area provides for an outstanding career opportunity that includes work assignments ranging from an aquatic safety program, floating campsites, boat-in campsites, 3 land based campgrounds, an extensive horse and bike trail system, and working with the Lake Oroville Mounted Assistance Unit and Fam-Camp programs. In addition, the park offers a wide range of creative, interpretive opportunities, as well as an opportunity to participate in cultural and natural resource protection programs. Emergency Medical Responder, Firearms and/or Defensive Tactics Instructor is desirable. **State housing is not available.** For further information regarding this position, please contact Michael Lynch at (530) 538-2297.



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**SUPERVISING STATE PARK RANGER (\$3965 - \$4774) – INLAND EMPIRE DISTRICT/  
MOJAVE DESERT SECTOR**

The reporting location for this position is the Mojave Desert Sector Headquarters in Lancaster. This position will work under the direction of the State Park Superintendent. If you are looking to gain valuable experience for promotion, this is the job for you. This is an outstanding opportunity to be involved with dynamic public service operations in some spectacular park units – the Antelope Valley California Poppy Reserve, Antelope Valley Indian Museum, Saddleback Butte State Park, Ripley Desert Woodland State Park, Red Rock Canyon State Park, and Tomo-Kahni State Historic Park. This position is the lead Visitor Services Coordinator for the Sector and a critical member of the sector management team. The Visitor Services Program includes extensive natural and cultural history interpretive programs, resource preservation, law enforcement, public safety, off-highway vehicle planning and enforcement, public relations, volunteer management, nonprofit liaison, motion picture film coordination, and a member of the Red Rock Canyon State Park General Plan team. **State housing or mobile home pad may be available.** A Training and Development assignment may be considered. For further information regarding this position, please contact Al Pepito at (661) 726-1668 or [al@parks.ca.gov](mailto:al@parks.ca.gov).

**\*\*\*\*\* EXAMINATIONS \*\*\*\*\***

The Department of Parks and Recreation has scheduled the following examinations.  
Standard State applications (STD. 678) may be sent to:

Department of Parks and Recreation  
Personnel Office  
ATTENTION: EXAM UNIT  
P.O. Box 942896  
Sacramento, CA 94296-0001

<u>CLASS</u>	<u>FINAL FILING DATE</u>	<u>EXAM BASE</u>
Accounting Technician	Continuous	Promotional/Spot Sacramento
Associate Landscape Architect	April 14, 2006	Open/Non-Promotional Spot/Sacramento & San Diego Counties
Communications Operator	Continuous	Open
Landscape Architect	April 14, 2006	Open
Park Maintenance Worker II	April 21, 2006	Promotional
State Historian III	April 14, 2006	Open/Non-Promotional
State Park Cadet (Lifeguard)	Continuous	Open
State Park Ranger Cadet	Continuous	Open
Water and Sewage Plant Supervisor	Continuous	Open